



USAID | AFGHANISTAN

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Solicitation is open to: Afghan Nationals Only
Position Title: Voucher Examiner
Type of vacancy: Multiple Positions
Opening date: December 16, 2014
Closing date: December 30, 2014
Vacancy announcement #: USAID/306/15/12/OFM
Work hours: 40 hours (Full time)
Position Grade: FSN-08

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Voucher Examiner in the Office of Financial Management (OFM).

BASIC FUNCTION OF THE POSITION:

For the majority of time, the incumbent reviews and otherwise processes a wide variety of vouchers related to long-term USAID/Afghanistan technical project-funded activities. The incumbent may also process vouchers and other claims for payment related to Operating Expense (OE) and other administrative funds. The incumbent reports directly to the Supervisory Voucher Examiner and indirectly to the Chief Accountant.

MAJOR DUTIES AND RESPONSIBILITIES

- Processes for payment a full range of the most difficult and complex invoices:

This includes requests for payment of goods and services, including OE and project-funded vouchers, with a number of payees and making disbursements that are complicated by multiple appropriations. Acts as compliance agent in assuring that established controls to prevent improper or duplicate payments and compliance with the Prompt Pay Act are effectively working. The processing of vouchers for payment requires an understanding and application of complex United States Government rules and regulations which are contained in USAID's Automated Directives System (ADS), Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAH), Federal Travel Regulations (FTR), and Treasury Department regulations.

Reviews, analyzes and otherwise processes vouchers and other claims for payment involving long-term technical projects, and grants; processes project advances in accordance with USAID/Afghanistan Cash Management policy and ensures that the grantees receive the advances within the projected timeline so as not to paralyze the activity implementation. Processes and schedules payments thru the automated Accounts Payable system.

- Transportation vouchers examination and process:

Examines and processes transportation vouchers that are received from moving and storage companies, travel agents, and airlines. Processes both domestic and international travel reimbursement vouchers that contain most types of travel including home leave, medical travel with or without attendant, post assignment travel, etc. Determines if a travel advance was issued and computes the amount due to traveler or the US Government. Receives Cashier transmittals and petty cash documents, and enters these disbursements into the accounting system. Reprocesses cancelled payments after ensuring that the necessary changes have been made.

- **TCNPSC/USPSC payroll, FSNPSC payroll, or USDH payroll:**

Responsible for being the primary contact for one of the three payroll systems, namely Third Country National Personal Service Contractor/United States Personal Service Contractor (TCNPSC/USPSC) payroll, Foreign Service National Personal Service Contractor (FSNPSC) payroll, or United States Direct Hire (USDH) payroll. Will serve as the primary and/or alternate to one of the systems as well. The incumbent will be the primary contact to one of the systems listed below and an alternate to one of the other systems:

(1) TCNPSC and USPSC biweekly payroll: This includes accounting for health insurance premiums, pension plan contributions, and federal tax payments to the Internal Revenue Service.

(2) FSNPSC payroll that is processed by Bangkok Financial Services Center. Requires comprehensive knowledge of the Local Compensation Plan and the Locally Employed Staff Handbook to ensure that time is reported correctly. Transmits all additional payments (e.g. medical reimbursements and awards) and deductions (e.g. bills for personal phone calls) to be applied to the net salary amount. Main liaison with local U.S. Disbursing Office (USDO) bank.

(3) USDH time and attendance system (WebTA): Ensures that over time (OT) and different differentials (i.e. danger pay, post differential, Sunday differential) are reported correctly. Prepares all memos outside of Web based Time and Attendance for Temporary-on-Duty (TDY staff) and tenured USDH staff for the special differential.

- **Technical Guidance:**

- The incumbent will be responsible to contact contractors, grantees, vendors, and employees both in writing and orally to provide guidance, to interpret the Agency's voucher auditing requirements, and/or to request additional information regarding requested payments.
- Prepares less complex administrative type vouchers for vendors.
- Performs other duties required in order to maintain official operations of the office, to cross train colleagues and any other functions as deemed necessary by the Chief Accountant, Supervisory Voucher Examiner, and the Deputy Financial Controller.

QUALIFICATIONS/EVALUATION CRITERIA:

- a. **Education:** Incumbent must have at least two (2) years of college level education or technical study in accounting or auditing.
- b. **Prior Work Experience:** A minimum of three (3) years of progressively responsible experience in voucher examining, accounting and related fiscal work is required.
- c. **Language Proficiency:** Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading of Dari and/or Pashtu is required.
- d. **Knowledge:** A comprehensive knowledge of professional accounting/vouchering principles, theories, practices and terminology is required. A good background in voucher examining, administrative operations practices and record keeping is needed.
- e. **Skills and Abilities:** Ability to understand, interpret, and logically apply complicated regulations, directives and procedures relating to the USAID/Afghanistan voucher examination process is needed.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to AfghanUSAIDjobs@state.gov with a **Subject line: Voucher Examiner (OFM1512)**

ANY/ALL application submissions after the closing date of December 30, 2014 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or a curriculum vita that provides the same information found on the DS-174 form.**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.)

Note:

- Ø Only short-listed candidates will be notified.
- Ø **This vacancy is only open to Afghan Nationals Only.**
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Female applicants are strongly encouraged to apply.**

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